

ADMINISTRATIVE ASSISTANT REPORT

October 2016

10/21/2016

1. FINANCIALS:

- a. **2017-2019 Budget:** Justifications, supporting history, and worksheets were prepared and put into your budget books. A “2017 Projects Report” was prepared, as a summary of where certain projects and/or capital expenditures are in the budget, and the funding source(s) – if any. I’ll start my process of reviewing formulas and comparing each department to the “master” budget file to make sure all items from the departments’ budget sheets are reflected in the full budget. Several formula errors have been discovered as well as incorrect information (duplications, missed items, etc.). Corrections and updates will be done once the budget workshops have been completed.
- b. **2016 Budget Amendment:** This is a bit of a clean-up for grants awarded, expended and revenues received; insurance claims, use of contingency funds; donations received to offset expenditures, etc.
- c. **Recycling:** The Town’s Responsible Unit Grant (RUG) application for 2016 was completed and submitted to the WI DNR by the Oct. 3rd, 2016 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2017.
- d. **12/31/2015 Year End Audit:** Maitland, Singler and Van Vlack has sent the 12/31/2015 Year end entries, as well as the various reports which the DRAFT Management Discussion & Analysis report is drafted from.
 1. The draft report has been written and copied to you for your review and approval. This is a summary of the audit for the year ending 12/31/2015.
- e. The 3rd quarter payroll tax returns will be submitted before the due date of 10/31/16.
- f. **County Library Exemption resolution:** This resolution will on the next Town Board’s agenda for review and approval; it reflects the Town spends more in the town’s budget for library services as opposed to what the Town’s share of the Ashland County Library budget would be, thereby exempting the Town’s from the County Library levy.

2. MISCELLANEOUS:

- a. Fire Dept & Ambulance Raffle held on October 8th, 2016:
 1. The prize winners have been contacted and required forms and documentations have been received from two; hopefully the third will arrive before the meeting so all will then be paid out. I’ll be preparing in January, the related year end documents to send to the prize winners, as well as the taxing agencies.
- b. The discussion was held by the Town Plan Commission (TPC) as well as the Town Board regarding “meeting attendance via phone/video” and letting each governing body decide if it’s allowable or not. The Town’s compensation schedule for TPC, Zoning Board of Appeals and Board of Review is based on a per meeting attendance. If the Commission and/or Board(s) approve this form of attendance, members will be compensated for their attendance whether they attend physically or via phone/video.

Respectfully submitted,

Barb Nelson, Administrative Assistant/Deputy Clerk